



**4 FOOD PACKAGE/DRAFT ISSUANCE**

*Effective: 3/1/98*

**4.33 Catch-up Draft Issuance**

**POLICY:** Catch-up issuance may be used *at the beginning of a certification period* if the assigned pick-up day is not the same day as the certification day. Catch-up issuance is limited to no more than the equivalent of three (3) full food packages per participant.

**PROCEDURE:**

**A. CIRCUMSTANCES**

1. If the participant is assigned a multi month draft issuance interval, the catch-up package and the next month(s) full package would be issued on the same day. For example:
  - a) a pregnant women or a new baby is enrolled and receives drafts at the beginning of the month but the rest of the family has an assigned pick-up day later in the month.
  - b) an individual is reactivated from the waiting list.
2. Under some circumstances, a participant may receive 2½ packages at certification (catch-up plus bimonthly issuance).
3. For participants in a 6 month certification period, they may receive a ½ package at the beginning of the certification and another ½ package at the end of the certification period. See policy 4.30 Draft Issuance - Overview and B.2 (b) below.

**B. TAILORING FOOD PACKAGES**

At the certification appointment, drafts must be issued and the food package tailored as follows:

1. The next assigned pick-up day is scheduled within 1 to 7 days. Issue a full package as the first package. The next pick-up day would be in approximately five weeks.
2. The next assigned pick-up day is between 8 and 15 days. Issue a half package at certification and a full package for each month until the next pick-up.
3. The next assigned pick-up day is more than 15 days from the certification appointment. Issue a full package at certification; the next pick-up day would be in approximately three weeks.



4. A participant may be recertified after participating 5 ½ months and having received 5½ packages in the certification period. Or this individual could receive an additional half package at the end of the certification period before the certification appointment.

**C. PARTICIPATION COUNT**

Participation count may be affected by catch-up issuance. Example: Participant is enrolled at the end of January and given a pickup day early in February (within 7 days).

1. The participant is issued a catch up package at certification in January. This is counted in the January caseload count.
2. A food package would not be issued in February and therefore is not included in February's participation count.
3. If this occurs frequently, assign a later pick-up day (more than 7 days away), or a different certification day (close to the assigned pick-up day).
4. To count the number of days, count either the day of the certification or the assigned pick-up day in the calculations. The way to calculate dates is to simply add the number of days to the date of the certification.

**D. RESTRICTION**

No more than the equivalent of three (3) full food packages may be issued per participant, even for catch up issuance.